IT9011 Change Position On-Call Rate

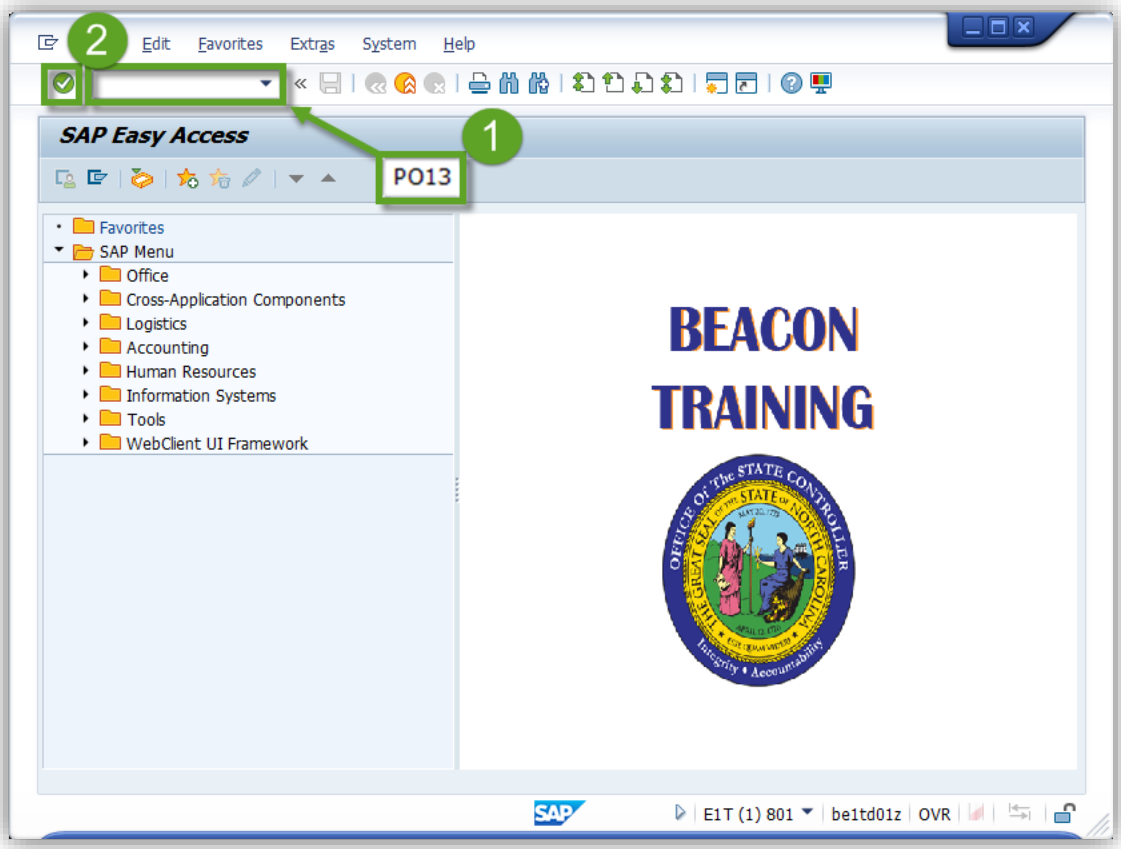
Trigger:

Use this document to change the On-Call Rate for a Position.

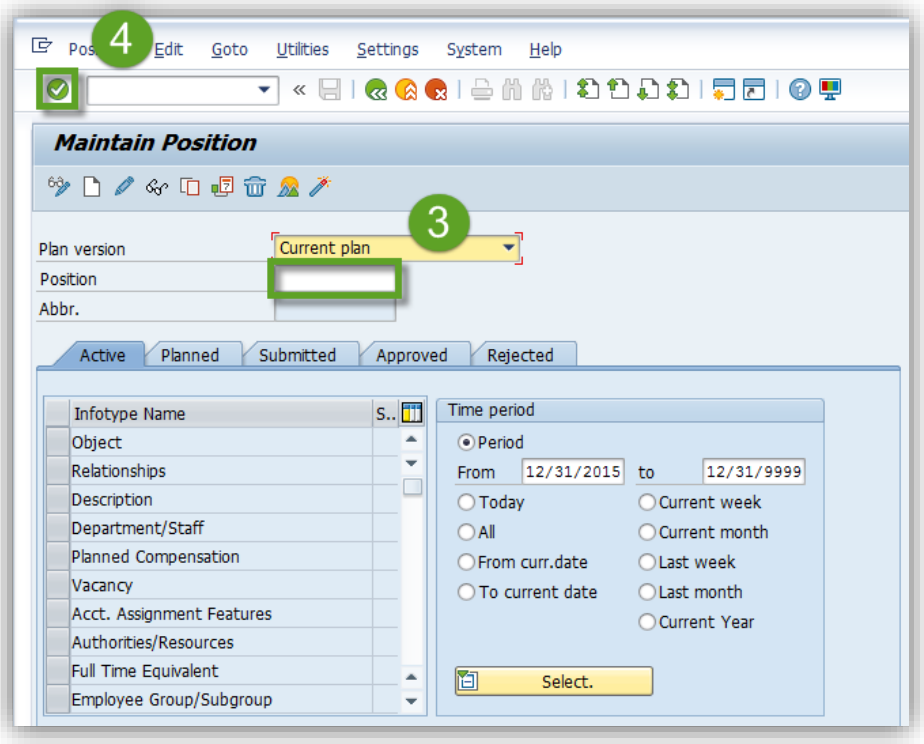
Business Process Procedure Overview:

On-Call (IT 9011) - Stores settings for positions that are eligible for On-Call compensation. The accrued box should be checked if the time is to be collected as On-Call comp time. The rate field must be populated with the OSHR approved on-call rate.

Procedure

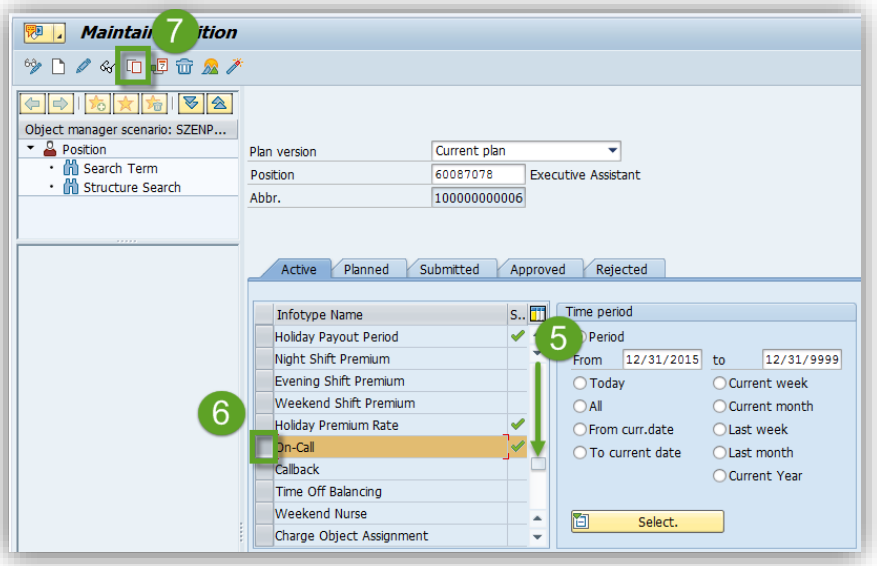


1. From the SAP Easy Access Screen, type **PO13** into the Command Field.
2. Click **Enter** .



The Maintain Position screen will be displayed.

3. Enter the position number that you wish to change (i.e. **60087078**)
4. Click **Enter** .



The position details will populate.

5. Scroll until you find "On-Call." A Green check indicates that an On-Call record currently exists.
6. Click the **button** to the left of "On-Call" .
7. Click **Copy** (See next page for other options).

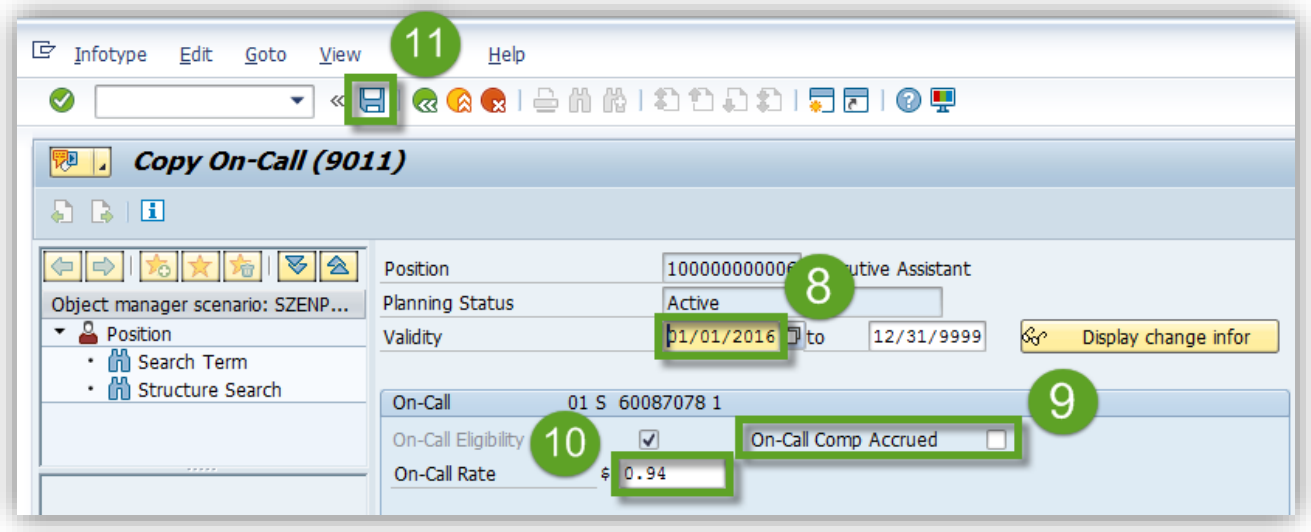
Information

You have several options for modifying an Infotype:

Create Creates a New record. Use when creating an IT which has not existed before.

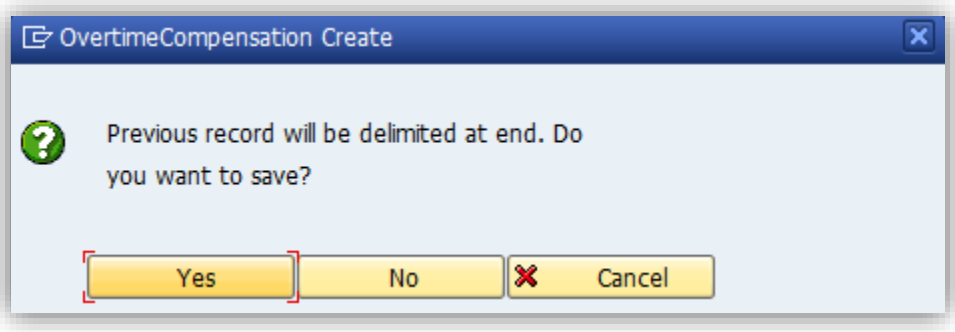
Copy Delimits the existing Infotype and creates a new, current IT. This method is HIGHLY recommended, as it preserves historical data.

Change Changes an existing Infotype without creating a new record. This method is NOT recommended as it overwrites historical record.

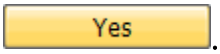


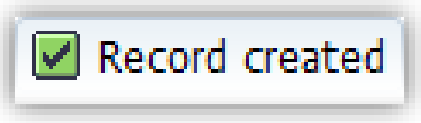
The Copy On-Call screen will be displayed.

8. Change the start date of the record to the effective date of the change. (i.e. **01/01/2016)**
9. If the Position will accrue On-Call Comp, check the "On-Call Comp Accrued" box.
10. Change the "On-Call Rate." (i.e. **$0.94**)
11. Click **Save** .

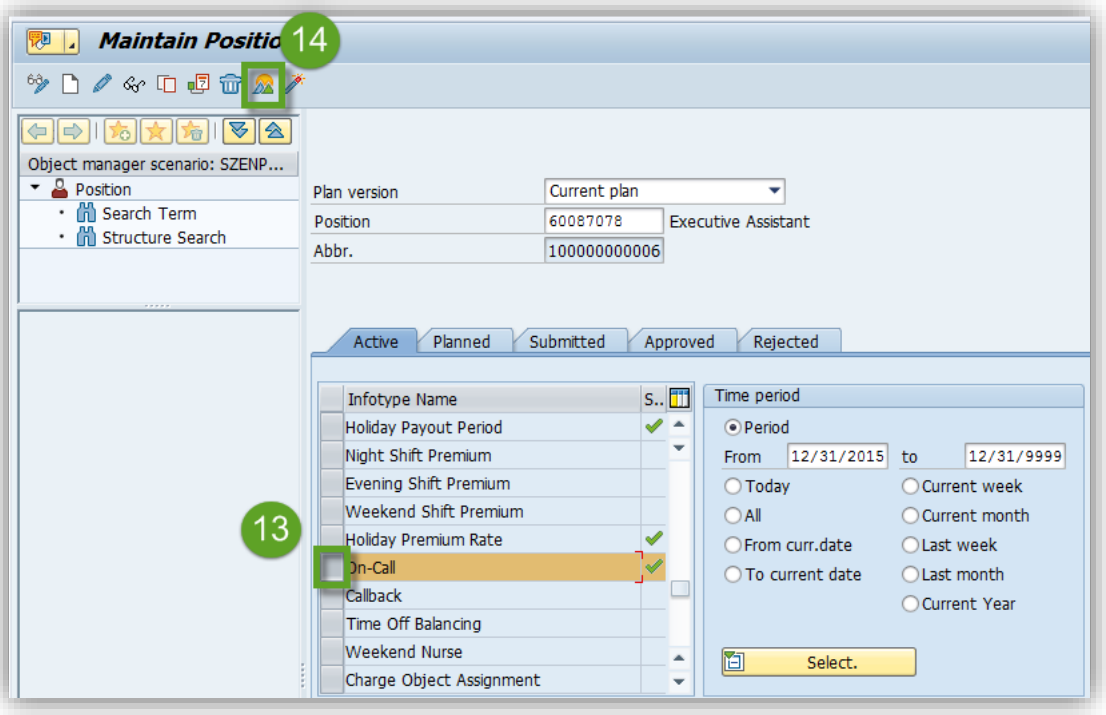


If you are Copying an Infotype, you will receive a message reminding you that the previous record will be delimited.

12. Click **Yes** 

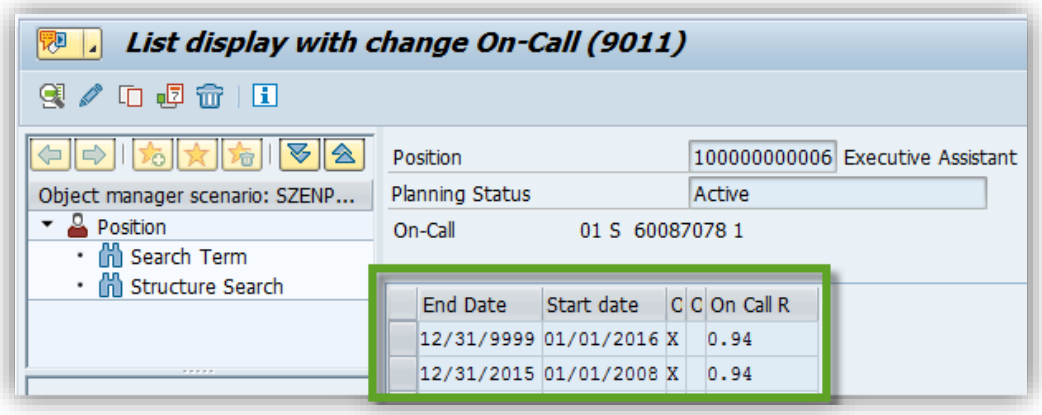


You should receive a message that the Record was created.



To view and confirm the change:

13. Click the **button** to the left of "On-Call" .
14. Click **Overview** .



A list of all On-Call Infotypes for the Position will be displayed, including the Validity Dates, whether the Position is eligible for On-Call, if the Position will accrue On-Call Comp, and the On-Call Pay Rate.

Additional Resources

If you have questions, or require additional assistance, contact BEST Shared Services:

Phone (Raleigh Area): (919) 707-0707
Phone (Toll Free): (866) 622-3784
Email: BEST@osc.nc.gov

Training HELP website:

http://www.osc.nc.gov/training/osctd/help/

Other Job Aids:

OM Tips and Tricks Job Aid
Under Organizational Management > Job Aids
PO13 Create Position Infotypes
Under Organizational Management > BPPs

Change Record

Change Date: 1/11/2016	Changed by: David Lassiter
Changes:	Moved Change Log to the end of the document. Updated Format, Screenshots, language and layout. Added "Additional Resources" Section Moved Tips and Tricks to "Additional Resources" Section.